



16.01 	LOS LUNAS POLICE DEPARTMENT		
	ADMINISTRATION	NUMBER: ADM.16.01	EFFECTIVE DATE: June 18, 2010
	SUBJECT: Budget and Fiscal Management		REVIEW DATE: February 23, 2017
	AMENDS/ SUPERSEDES:		NMSA:
NMMLEPSC STANDARDS: ADM.16.01-ADM.16.03		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature	

I. STATEMENT OF PURPOSE

The ability to maintain current and accurate fiscal records is important in the administration of the Department. Procedures are necessary to control the fiscal process in order to make it more effective and efficient. The following guidelines have been established to assist employees and ensure adherence to the Village of Los Lunas Procurement policy.

II. RESPONSIBILITIES

A. Chief of Police

The Chief has the ultimate authority and accountability for the fiscal management of the Department and is responsible for the final budget preparation for submission to the Village Administrator. It is the responsibility of the Chief of Police or Deputy Chief to exercise control over and approve all expenditures of the Department's budget.

B. Deputy Chief

All budgetary requests should be submitted through the chain of command to the Deputy Chief. It will be the Deputy Chief's responsibility to forward it to the Chief. The Deputy Chief is responsible for the everyday operations of the fiscal affairs function of the Department.

C. Department Employees

All Department employees may play a role in the budget process by identifying needs and preparing requests which are submitted through their chain of command. Selected employees may be identified by the staff to assist in budget preparations of specific areas.

III. PETTY CASH

- A. Petty Cash is not used or maintained.
 - 1. Records division will only receive money orders and or credit cards to be used for fingerprints, reports and related transactions.
- B. In order to provide accountability at all levels, the following guidelines will be followed when dealing with money orders.
 - 1. Anytime money order transaction is made, a receipt will be written
 - 2. The money orders will be taken and turned over to the village administrative office the following business day.
 - 3. No cash disbursements will be made.

IV. PURCHASING GUIDELINES

- A. Equipment/Supplies
 - 1. Complete guidelines for purchases are specified in the Village of Los Lunas Procurement Policy and Purchasing Guidelines, which is available in the Procurement Office.
 - 2. The Village of Los Lunas utilizes purchase orders. The only persons authorized to sign is the City Manager. Any employee of the police department requesting equipment must submit a request through a memorandum. The Memo must be submitted through the employee's chain of command.
 - 3. These Requisition forms and purchase orders can be hand written and must be legible before they will be accepted. All Requisition forms and purchase orders

must be obtained from the Deputy Chief. All forms and purchase orders will not be photocopies.

4. The following information should be left blank.
 - a. Account Number
 - b. Bid Number (if applicable)
 - c. Vender number (if applicable)
 - d. State contract number (if applicable)
(Deputy Chief or Executive Secretary will place numbers on the purchase order)
5. Bidding procedures
 - a. Any purchase exceeding \$5000.00, the Chief of Police, or his designee, will obtain at least three written quotes from at least three (3) vendors. The lowest bidder is selected.
 - b. A purchase exceeding \$30,000, or \$60,000 for professional services, shall be advertised for sealed bids. This should be advertised in the local newspaper at least 30 days prior to date of opening the bid. A copy of the specifications should be sent to all vendors who are interested in bidding, which is the responsibility of the City Clerk. A determination of acceptance or rejection shall be made for each sealed bid and placed in the bid file.
 - c. Any purchase from a sole source vendor is advertised on the States Sunshine Portal for a period of 30 days as required by the State's Purchasing Guidelines. If the purchase is not contested, the Chief may move forward.
 - d. State purchase contract agreements require prior approval from the Police Department and the contract being utilized must be on file. These contracts are utilized regardless of price or without going through the bidding process.
6. The Chief of Police or his designee has the authority for emergency purchasing or rental agreements for equipment.

- a. The Chief of Police is responsible for requesting supplemental or emergency appropriation and fund transfers to the City Manager. The City Manager will have the final decision for this transfer of funds.
 - b. The Chief of Police has the authority to purchase maintenance and service agreements as he deems necessary.
 - 7. The Chief of Police or his designee receives a monthly status report from City Hall on appropriation of each account balance, expenditures and encumbrances made during the period and unencumbered balances.
- B. Travel Request
- 1. When a member of the Los Lunas Police Department is required to travel to training or an approved event which requires an overnight stay, the member will contact the Executive Secretary for travel arrangements and to complete a Village of Los Lunas Travel Expense Voucher, Any member of the department who requests to go out of town and needs expenses must submit information pertaining to why the expenses are necessary and any information detailing the training and or assignment must be submitted through the member's chain of command at least thirty (30) days prior to travel.
 - 2. A Village of Los Lunas Travel Request Voucher will be completed by the Executive Secretary and submitted in order for an advance check to be printed. An advance check will be 80% of the per-diem.

V. INVENTORY CONTROL

- A. Inventory controls are set by the Village of Los Lunas and provided for in the Los Lunas Police Department Purchasing Guidelines.
- B. The Chief of Police will assign a member of the department to maintain a current list of inventory and will be responsible for the completion of a yearly inventory of departmental assets.

- C. In order to maintain current and accurate fiscal records, the Deputy Chief and/or the Executive Secretary is/are the central purchasing agent(s) for the Los Lunas Police Department.
- D. Any purchases made from the Los Lunas Police Department budget, will be routed through the requestor's Chain of Command to the Chief of Police.
- E. Any inventory/shipments received by the Los Lunas Police Department budget, with the exception of those noted above, will be routed through Deputy Chief who will then distribute them accordingly.
- F. When a newly acquired piece of equipment is received; The Support Services Lieutenant will make an addition. It will be issued an inventory number, which aids in keeping complete and accurate records.